

Notice of Meeting

Shawnee Civic & Cultural Development Authority

Type of Meeting
(Please Check)

Regular Meeting (X)
Special Meeting ()
Emergency Meeting ()
Canceled Meeting ()

Rescheduled Regular Meeting ()
Continued or
Reconvened Meeting ()

Date:

Time:

Regular Meeting: November 19, 2020

12:30PM

Location:

Heart of Oklahoma Exposition Center

1700 W. Independence

Shawnee, OK 74804

To be completed by person filing notice:

Name: Stephanie Gideon

Title: Director of Events- Spectra

Address: 1700 W Independence St

Shawnee, OK 74804

Phone: 405-275-7020

Filed in the office of the municipal clerk at 10:18 AM/PM.

On: 11-17-2020

Signed: Kelley Metcalf

For City Clerk's Office Use Only

Date Notice released to news media: 11-17-2020

Person filing notice: Stephanie Gideon

Notice verified by: Kelley Metcalf

Shawnee Civic & Cultural Development Authority

November 19, 2020

at 12:30 PM

Heart of Oklahoma Exposition Center

Agenda

1. Call to Order.
2. Roll Call.
3. Declaration of a Quorum.
4. Approval of minutes of the Special Call Meeting scheduled Nov. 5, 2020.
5. Discussion Consideration & Possible Action on Vann & Associates Up-Date.
6. IFYR Discussion and Up-Dates.
7. New Business.
8. Public & Trustee Comments.
9. Adjournment.



Invoice

STUART & CLOVER

130 N. Broadway, Suite 100

P.O. Box 1925

Shawnee, Ok 74802-1925

405.275.0700

www.stuartclover.com

Invoice Date: 10/31/2020

Invoice No. 76555

Account No. 40.0000

Page 1

PLEASE INCLUDE ACCOUNT NUMBER ON ALL REMITTANCE

Bill To: Dunlap, Chris

Shawnee Civic & Cultural Development Authority

P. O. Box 1466

Shawnee, OK 74802-1466

RE: General Business

Payments received after 10/31/2020 are not included on this statement.

Previous Balance \$712.50

Balance Due \$712.50

Your account is 120 days past due.

Please Remit \$712.50

Pay your invoice online at www.stuartclover.com

- - - - - Please Detach and Return This Portion With Your Remittance - - - - -

Please Charge \$ _____ on the following: _____ Card Holder Signature

☐ Visa

☐ MasterCard

☐ Discover

Card Number

Exp. Date

Street Address , City, State, Zip

Security Code

Amount Remitted: _____

Check No.: _____

Invoice Date: 10/31/2020

Invoice No. 76555

Account No. 40.0000

Please make checks payable to "Stuart & Clover", for billing inquiries please call 405.214.2350

CBEW Professional Group, LLP
206 N Harrison Ave
Cushing, OK 74023
Phone (918) 225-4216



187125 - SHAWNEE CIVIC & CULTURAL DEV

Date: 10/31/20

**PO BOX 1466
SHAWNEE, OK 74802**

Statement of Account: Activity from 8/18/2020

Date	Type	Ref	Description of Services	Invoices	Payments	Balance
Balance Forward.....						\$0.00
08/18/20	Inv	5272	Professional Fees - Audit of Financial Statements as of and	6,500.00	0.00	6,500.00
Total:				6,500.00	0.00	<u>\$6,500.00</u>

<i>Aging Summary:</i>	0-30	31-60	61-90	Over 90	Credits	Balance
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$6,500.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$6,500.00</u>

PLEASE DETACH HERE AND RETURN WITH PAYMENT

CBEW Professional Group, LLP

206 N Harrison Ave
Cushing, OK 74023
Phone (918) 225-4216

Statement Date: 10/31/20

SHAWNEE CIVIC & CULTURAL DEVELOPMENT

Balance Due: \$6,500.00

Amount Enclosed:

Card Holder: _____ Exp: _____ cid: _____
Credit Card#: _____ Type: _____



4 NE 10th Street, #412
Oklahoma City, OK 73104-1402
(405) 817-0420
TheGuildFactor.com

INVOICE

DATE	11/6/2020
INVOICE NUMBER	1045

BILL TO

International Finals Youth Rodeo
Shawnee Civic & Cultural Dev. Authority
1700 W. Independence St.
Shawnee, OK 74804-0806

PROJECT	TERMS	DUE DATE
	Due on 1st	12/1/2020
LEADER(S)	PO NUMBER	
LD		

JOB DESCRIPTION	LINE TOTAL
PR + Marketing Event Service Fees for December 2020 Communications Strategy, Social Media & Media Relations Management, Advertising Consulting, and E-Newsletter Creation & Distribution	1,895.84

Please make all checks payable to:

The Guild Agency, LLC

Thank you for your business!

Total	\$1,895.84
Payments/Credits	\$0.00
Balance Due	\$1,895.84



4 NE 10th Street. #412
Oklahoma City, OK 73104-1402
(405) 817-0420
TheGuildFactor.com

STATEMENT

DATE	10/23/2020
AMOUNT DUE	\$2,469.34

STATEMENT FOR

International Finals Youth Rodeo
Shawnee Civic & Cultural Dev. Authority
1700 W. Independence St.
Shawnee, OK 74804-0806

[illegible]

A MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
JULY 16TH, 2020 @ 12:30PM
HEART OF OKLAHOMA EXPOSITION CENTER

THE TRUSTEES OF THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY WAS ORIGINALLY SCHEDULED TO HAVE THEIR REGULAR MEETING DATE THURSDAY, JULY 16, 2020 AT 12:30PM AT HEART OF OKLAHOMA EXPOSITION CENTER, PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. NOTICE WAS FILED AT CITY HALL ON JULY 14, 2020 AT 11:38 AM.

AGENDA ITEM NO.1

CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 12:35 PM BY CHAIRMAN RANDY GILBERT.

AGENDA ITEM NO.2

ROLL CALL

TRUSTEES PRESENT: MR. RANDY GILBERT
MR. LANCE WORTHAM
MR. CARL PACKWOOD
MS. MINDY MEW-PALMER
MR. TIM BARRICK

TRUSTEES ABSENT: MR. CHANCE ALLISON

*GUEST ALSO IN ATTENDANCE: SUZIE CAMPBELL W/ COUNTYWIDE NEWS, & COUNTY AND IFYR VOLUNTEER LORI CRAIG IN STALLING.

AGENDA ITEM NO.4

APPROVAL OF THE MINUTES FROM THE JULY 2020
REGULAR SCHEDULED MEETING.

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE MEW-PALMER TO APPROVE THE MINUTES FROM THE REGULAR SCHEDULED MEETING, JUNE 2020 WITH THE CORRECTION OF TIM BARRICK ARRIVING LATE. -MOTION CARRIED.

AYE: PACKWOOD, GILBERT, WORTHAM, BARRICK, MEW-PALMER
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO. 5

APPROVAL OF CLAIMS: GENERAL ACCOUNT AS
PRESENTED

NONE.

AGENDA ITEM NO. 6

APPROVAL OF CLAIMS: SPECIAL ACCOUNT AS
PRESENTED

NONE

AGENDA ITEM NO. 7

YANN & ASSOCIATES UPDATE

*TRUSTEE MINDY MEW-PALMER IS COMMUNICATING WITH TONY FROM YANN & ASSOCIATES ABOUT POSSIBLE QUESTIONS THAT WILL BE ASKED OF THE IFYR BOARD FOR IFYR 2021. DETAILS TO COME.

AGENDA ITEM NO. 8

IFYR UPDATE

*YANN & ASSOCIATES SENT A LETTER TO THE SC&CDA BOARD WITH THEIR NOTES ON 2020 STRATEGY & IFYR 2021 PLANNING

*TRUSTEE MINDY MEW-PALMER IS WORKING ON ANSWERS TO QUESTIONS FROM YANN &

ASSOCIATES. SC&CDA HAS QUESTIONS ON WHERE THEY STAND ON MOVING FORWARD AND WOULD LIKE TO HAVE AN IN PERSON MEETING AT THE NEXT SC&CDA MEETING.

AGENDA ITEM NO. 9

NEW BUSINESS

*MIKE CLOVER SENT A LETTER OF RESIGNATION TO THE SC&CDA BOARD MEMBERS.

AGENDA ITEM NO. 10

PUBLIC & TRUSTEE COMMENTS

NONE

AGENDA ITEM NO. 11

ADJOURNMENT @ 1:40PM

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE BARRICK TO ADJOURN THE MEETING. -MOTION CARRIED.

AYE: PACKWOOD, BARRICK, GILBERT, WORTHAM, MEW-PALMER
NAY: NONE
ABSTAIN: NONE

CHAIRMAN: MR. RANDY GILBERT

SECRETARY: MR. CHANCE ALLISON

A MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
OCTOBER 22, 2020 @ 12:30PM
HEART OF OKLAHOMA EXPOSITION CENTER

THE TRUSTEES OF THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY WAS ORIGINALLY SCHEDULED TO HAVE THEIR REGULAR MEETING DATE THURSDAY, OCTOBER 22, 2020 AT 12:30PM AT HEART OF OKLAHOMA EXPOSITION CENTER, PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. NOTICE WAS FILED AT CITY HALL ON OCTOBER 21, 2020 AT 11:00 AM.

AGENDA ITEM NO.1

CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 12:36 PM BY CHAIRMAN RANDY GILBERT.

AGENDA ITEM NO.2

ROLL CALL

TRUSTEES PRESENT: MR. RANDY GILBERT
MR. LANCE WORTHAM
MR. CARL PACKWOOD
MS. MINDY MEW-PALMER
MR. TIM BARRICK
MR. CHANCE ALLISON

TRUSTEES ABSENT: NONE

*GUEST ALSO IN ATTENDANCE: SUZIE CAMPBELL W/ COUNTYWIDE NEWS. & COUNTY AND IFYR VOLUNTEER RENEE UNDERWOOD, COUNTY COMMISSIONER MELISSA DENNIS, CITY COMMISSIONERS; DARREN RUTHERFORD & DANIEL MATTHEWS, AND CITY OF SHAWNEE, DIRECTOR OF FINANCE, ASHLEE NEEL

AGENDA ITEM NO.4

APPROVAL OF THE MINUTES FROM THE JULY 2020
REGULAR SCHEDULED MEETING.

AGENDA ITEM TABLED UNTIL NEXT MEETING.

AGENDA ITEM NO. 5

D, C, & PA ON YANN & ASSOCIATES UP-DATE

*MINDY CONTACTED Y&A IN AUGUST, THEY WERE SUPPOSED TO COME, BUT CANCELLED THE MEETING.

*THE SC&CDA REQUESTING FULL STATEMENT OF ACCOUNTS.

*ASHLEY & CHANCE WILL REACH OUT. YANN PUSHED BACK \$8,000 TO OUTSTANDING VOICES.

*BOARD WANTS TO GET 60 DAY OUT WITH YANN & ASSOCIATES.

*MINDY WILL BE IN CHARGE OF LOOKING & FINDING NEW MARKETING CREW AND SHE WILL SEND OUT WHAT BOARD WANTS FOR DELIVERABLES. CARL NOTED TO ENSURE TO SEND THAT INFORMATION TO ERIN, STEPHANIE, & DANIELLE AS WELL.

*BOARD WANTS A SPECIAL CALL MEETING THE BEGINNING OF NOVEMBER 2020.

AGENDA ITEM NO. 6

IFYR UPDATE

*DATES FOR IFYR 2021 JULY 9TH-16TH

*MINDY MENTIONED THAT THE QUESTIONS THAT YANN & ASSOCIATES DREW UP FOR THE BOARD, ARE QUESTIONS THAT NEED TO BE ANSWERED, ESPECIALLY IF IFYR 2021 IS HAPPENING.

*CHANCE EXPRESSED THAT THE CITY OF SHAWNEE DID WANT THE RODEO TO HAPPEN AND WANTED SPECTRA TO HELP WITH SPONSORSHIPS.

*ERIN STEVENS INFORMED THE BOARD THAT STEPHANIE GIDEON WOULD STILL BE THE ONE REACHING OUT TO SPONSORS AND OBTAINING NEW SPONSORSHIPS.

*BOARD WANTS TO MEET WITH IFYR COMMITTEE HEADS TO DISCUSS THE IFYR 2021
*BOARD WILL CONTINUE IFYR 2021 DISCUSSION IN SPECIAL MEETING IN NOVEMBER.
*CHAIRMAN RANDY GILBERT WANTED THE IFYR VOLUNTEERS & SC&CDA TO MEET NEXT WEEK.
*COUNTY COMMISSIONER ASKED FOR A BUDGET & WHO IS WHO? CAN SPECTRA DO THE MARKETING FOR THE IFYR?
*COUNTY COMMISSIONER SAID MAYBE THE COUNTY COULD MATCH WHAT THE CITY OF SHAWNEE IS PUTTING INTO THE IFYR 2021.

AGENDA ITEM NO. 7

NEW BUSINESS

NONE

AGENDA ITEM NO. 8

PUBLIC & TRUSTEE COMMENTS

NONE

AGENDA ITEM NO. 9

ADJOURNMENT @ 1:35PM

THE MOTION MADE BY TRUSTEE WORTHAM, SECONDED BY TRUSTEE PACKWOOD TO ADJOURN THE MEETING. -MOTION CARRIED.

AYE: PACKWOOD, BARRICK, GILBERT, WORTHAM, MEW-PALMER
NAY: NONE
ABSTAIN: NONE

CHAIRMAN: MR. RANDY GILBERT

SECRETARY: MR. CHANCE ALLISON

A MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
SPECIAL CALL MEETING
NOVEMBER 5, 2020 @ 12:30PM
HEART OF OKLAHOMA EXPOSITION CENTER

THE TRUSTEES OF THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY CALLED A SPECIAL MEETING DATE THURSDAY, NOVEMBER 5, 2020 AT 12:30PM AT HEART OF OKLAHOMA EXPOSITION CENTER, PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. NOTICE WAS FILED AT CITY HALL ON NOVEMBER 2, 2020 AT 2:00 PM.

AGENDA ITEM NO.1

CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 12:46 PM BY CHAIRMAN RANDY GILBERT.

AGENDA ITEM NO.2

ROLL CALL

TRUSTEES PRESENT: MR. RANDY GILBERT
 MR. LANCE WORTHAM
 MR. CARL PACKWOOD
 MS. MINDY MEW-PALMER
 MR. TIM BARRICK (LEFT AT 2:00PM)

TRUSTEES ABSENT: MR. CHANCE ALLISON

*GUEST ALSO IN ATTENDANCE: VOLUNTEER RANAY CHURCHWELL AND AMANDA CLEMENTS.

AGENDA ITEM NO.4

DISCUSSION & CONSIDERATION FOR IFYR 2021

- *SC&CDA AND THE IFYR COMMITTEE MET ONE DAY LAST WEEK.
- *CHAIRMAN RANDY GILBERT SENT OUT PRELIM OP BUDGET 2018 #S. CHAIRMAN RANDY GILBERT LOOKING FOR 2019 #S FROM QUICKBOOKS.
- *CHAIRMAN RANDY GILBERT SPOKE WITH DALE YERIGAN AND THE IPRA, THEY ARE CONFIDENT THAT THEY CAN HANDLE REGISTRATION FOR THE IFYR 2021.
- *SC&CDA WANTS A COPY OF THE CONTRACT/AGREEMENT WITH SHANLEY'S IFYR PROGRAM. SC&CD CONSIDERING OTHER PROGRAM OPTIONS.
- *SC&CDA WANTS IFYR 2021 TO HAPPEN, CONFIRMED DATES JULY 11-16, 2021
- *AGREED BY THE BOARD THE CONTINUATION 2020 EXTENDED TO 2021, WHICH INCLUDE SPONSORSHIPS MOU & TRADESHOW INCLUDED.
- *DISCUSSION OF STEPHANIE GIDEON AND DANIELLE HARJO'S POSITION WITH THE IFYR.
- *CHAIRMAN RANDY GILBERT WILL REACH OUT TO DALE YERIGAN TO MANAGE IFYR 2021

THE MOTION MADE BY TRUSTEE BARRICK, SECONDED BY TRUSTEE PALMER TO HAVE THE 2020 SPONSORSHIP MOU CONTINUED INTO IFYR 2021 WHICH WILL INCLUDE THE TRADESHOW. -MOTION CARRIED.

AYE: PACKWOOD, BARRICK, GILBERT, WORTHAM, MEW-PALMER
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO. 4A

REQUEST FUNDS FROM THE CITY & COUNTY
START OF IFYR 2021

THE MOTION MADE BY TRUSTEE WORTHAM, SECONDED BY TRUSTEE PALMER TO REQUEST 50K FROM THE COUNTY AND THE CITY OF SHAWNEE TO HELP THE STARTED UP FOR IFYR 2021.

AYE: PACKWOOD, BARRICK, GILBERT, WORTHAM, MEW-PALMER
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO. 5

D, C, & PA ON YANN & ASSOCIATES/ GUILD
CONTRACT RENEWAL

*TRUSTEE MINDY NOTIFIED YANN & ASSOCIATES ON FRIDAY OCTOBER 30, 2020 OF THE 60 DAYS OUT. MINDY IS LOOKING TO GET BIDS FOR IFYR 2021 MARKETING.

*YANN & ASSOCIATES TONY YANN HAS STARTED THE CLOSING PACKET TO TRANSFER OVER TO THE SC&CDA.

*CITY OF SHAWNEE HAS ALREADY STARTED INTERVIEWS FOR MARKETING POSITION.

*CHAIRMAN RANDY GILBERT WANTS THE IFYR TO OPEN THEIR OWN BANK ACCOUNT.

*TRUSTEE MINDY PALMER WILL EMAIL EVERYONE OUT A COPY OF THE LETTER SENT TO YANN & ASSOCIATES NOTIFYING THEM OF THE 60 DAY OUT.

THE MOTION MADE BY TRUSTEE BARRICK, SECONDED BY TRUSTEE PALMER TO MAKE A MOTION TO NOT RENEW IFYR 2021 CONTRACT WITH YANN & ASSOCIATES/THE GUILD. -MOTION CARRIED.

AYE: PACKWOOD, BARRICK, GILBERT, WORTHAM, MEW-PALMER
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO. 6

NEW BUSINESS

NONE

AGENDA ITEM NO. 7

PUBLIC & TRUSTEE COMMENTS

NONE

AGENDA ITEM NO. 8

ADJOURNMENT @ 2:05PM

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE PALMER TO ADJOURN THE MEETING. -MOTION CARRIED.

AYE: PACKWOOD, GILBERT, WORTHAM, MEW-PALMER
NAY: NONE
ABSTAIN: NONE

CHAIRMAN: MR. RANDY GILBERT

SECRETARY: MR. CHANCE ALLISON